

Invoicing Error Response

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Client's Name],

Thank you for reaching out regarding the invoicing issue you encountered with Invoice #[Invoice Number]. We appreciate your attention to detail and your prompt communication.

Upon reviewing the invoice, we understand that there was an error regarding [briefly describe the nature of the error, e.g., incorrect amount, missing item, etc.]. We sincerely apologize for any inconvenience this may have caused.

We have corrected the invoice and have attached the revised version for your records. The details of the corrections made are as follows:

- [Correction 1]
- [Correction 2]
- [Correction 3]

If you have any further questions or need additional assistance, please do not hesitate to reach out. We are here to help!

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]